

## **Program A: Administration and General Support**

Program Authorization: R.S. 36:251, 256, 258

### **Program Description**

The mission of the Administration and General Support program of New Orleans Home and Rehabilitation Center is to provide the support services and physical resources necessary to facilitate resident care at a level consistent with all required federal and state certification, licensing, accreditation, and other regulatory body standards. The goal of the Administration and General Support Program is to provide leadership, program support, and program development to efficiently use resources and to maintain facility services, including staffing and medical records, in compliance with Centers for Medicare and Medicaid Services (CMS), state licensing, and other regulatory requirements. The Administration and General Support program is responsible for the purchase of supplies and services necessary to feed, house, and provide the amenities necessary for the comfort of the residents. Also, this program is responsible for the financial operation of the facility, the preparation of mandated reports to the various controlling agencies, and the safekeeping of resident's funds. The Administration and General Support program is responsible for timely and accurately billing charges for services provided and the timely collection of monies due. This program ensures that equipment that is needed and used in the care of the residents is in safe working order and that the grounds and buildings are kept clean and in good repair at all times.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	861,887	950,390	950,390	1,024,968	1,045,219	94,829
Fees & Self-gen. Revenues	301,800	133,629	133,629	133,629	133,629	0
Statutory Dedications	0	17,368	17,368	0	0	(17,368)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	44,945	50,947	50,947	50,947	50,947	0
TOTAL MEANS OF FINANCING	<b>\$1,208,632</b>	<b>\$1,152,334</b>	<b>\$1,152,334</b>	<b>\$1,209,544</b>	<b>\$1,229,795</b>	<b>\$77,461</b>
EXPENDITURES & REQUEST:						
Salaries	\$575,762	\$505,418	\$505,418	\$525,632	\$573,922	\$68,504
Other Compensation	27,891	310	310	310	310	0
Related Benefits	127,602	123,591	123,591	129,065	119,212	(4,379)
Total Operating Expenses	401,000	290,918	290,918	297,524	282,435	(8,483)
Professional Services	10,876	9,800	9,800	10,044	9,800	0
Total Other Charges	20,241	208,610	208,610	242,469	242,616	34,006
Total Acq. & Major Repairs	45,260	13,687	13,687	4,500	1,500	(12,187)
TOTAL EXPENDITURES AND REQUEST	<b>\$1,208,632</b>	<b>\$1,152,334</b>	<b>\$1,152,334</b>	<b>\$1,209,544</b>	<b>\$1,229,795</b>	<b>\$77,461</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	19	17	20	20	20	0
Unclassified	0	0	0	0	0	0
<b>TOTAL</b>	<b>19</b>	<b>17</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>

## SOURCE OF FUNDING

The Administration and General Support program is funded from Interagency Transfers, Fees and Self-generated Revenues, and Title XVIII Federal Funds (Medicare). Interagency Transfers means of financing represents Title XIX reimbursement for services provided to Medicaid eligible patients received through the Department of Health and Hospitals, Medical Vendor Payments. Fees and Self-generated Revenues include: (1) payments from patients for services based on a sliding fee scale; (2) employee meal reimbursement; and (3) miscellaneous income, such as funds received from the Veterans Administration for contract services provided. Federal Funds are Title XVIII for services provided to Medicare eligible patients.

	<b>ACTUAL</b>	<b>ACT 13</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>2003-2004</b>	<b>2003-2004</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Deficit Elimination/Capital Outlay Escrow Replenishment Fund	\$0	\$17,368	\$17,368	\$0	\$0	(\$17,368)

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$1,152,334	17	<b>ACT 13 FISCAL YEAR 2002-2003</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$0	3	Act 13 Section 09 Preamble transfer three (3) positions from the Patient Services Program
\$0	\$1,152,334	20	<b>EXISTING OPERATING BUDGET - December 2, 2002</b>
\$0	\$10,099	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	\$36,029	0	Risk Management Adjustment
\$0	\$1,500	0	Acquisitions & Major Repairs
\$0	(\$13,687)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$826)	0	Legislative Auditor Fees
\$0	(\$1,344)	0	UPS Fees
\$0	\$128,078	0	Salary Base Adjustment
\$0	(\$14,798)	0	Attrition Adjustment
\$0	(\$114,614)	0	Salary Funding from Other Line Items
\$0	\$5,239	0	Group Insurance Adjustment
\$0	\$81	0	Civil Service Fees
\$0	(\$17,368)	0	Other Non-Recurring Adjustments - Deficit Elimination Fund for the prior year premium charge by the Office of Group Benefits in fiscal year 2002-2003
\$0	(\$7,905)	0	Other Adjustment - Reduction to fund Group Benefits
\$0	(\$10,336)	0	Other Adjustments - Reduction to fund Retirement
\$0	\$66	0	Other Adjustments - Comprehensive Public Training Program (CPTP) Fees
\$0	(\$47,703)	0	Other Adjustments - Restore positions including Personnel Reductions but excluding Annualization of Merits
\$0	\$124,950	0	Other Adjustments - Restore funding for operating services
\$0	\$1,229,795	20	<b>TOTAL RECOMMENDED</b>
\$0	\$0	0	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
\$0	\$1,229,795	20	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004</b>

**MAJOR FINANCIAL CHANGES**

<b>GENERAL FUND</b>	<b>TOTAL</b>	<b>T.O.</b>	<b>DESCRIPTION</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$0</b>	<b>\$1,229,795</b>	<b>20</b>	<b>GRAND TOTAL RECOMMENDED</b>

## **PROFESSIONAL SERVICES**

\$9,048	Information Technology Services
\$752	Engineering and Architectural Services
<b>\$9,800</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## OTHER CHARGES

This program does not have funding recommended for Other Charges for Fiscal Year 2003-2004.

### Interagency Transfers:

\$187,526	Division of Administration - Office of Risk Management
\$18,698	Division of Administration - Office of Telecommunications Management
\$12,843	Legislative Auditor Fee
\$12,031	Department of Civil Service - Personnel services
\$6,999	Division of Administration - Uniform Payroll System fees
\$2,266	Division of Administration - Office of State Mail Operations
\$1,253	Division of Administration - Comprehensive Public Training Program fees
\$1,000	Division of Administration - Office of State Printing and Forms Management

**\$242,616 SUB-TOTAL INTERAGENCY TRANSFERS**

**\$242,616 TOTAL OTHER CHARGES**

## **ACQUISITIONS AND MAJOR REPAIRS**

\$1,500 Recommended level of funding for the replacement and repairs of obsolete, inoperable, or damaged equipment and buildings.

**\$1,500 TOTAL ACQUISITIONS AND MAJOR REPAIRS**